8906-07-08

ORIGINAL (Red)

FIT REGION 3
NUS CORPORATION
WORK PLAN FOR CONDUCTING
A SITE INSPECTION OF

Gulf Oil Darby Creek Tank Farm
REV - 0
TDD No. F3- 8906-07
Charge No. PA3MIS
EPA Site No. PA- 788

Submitted By	Reviewed and Approved By	Reviewed and Approved By
[redacted]	[redacted]	[redacted]
FIT Name, Title	FIT OM	RQAR
7-5-89	7/7/89	7/7/89
Date	Date	Date

Rev. 1

FIT Name, Title	FIT OM	RQAR
Date	Date	Date

Rev. 2

FIT Name, Title	FIT OM	RQAR
Date	Date	Date

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Assignment Description

FIT 3 has been assigned to conduct a site inspection at the Gulf Oil Darby Creek tank Farm site. The objective of a site inspection is to provide the initial characterization of the site and determine if the site poses a potential threat to the public health or the environment.

Task Breakdown

The task breakdown of a site inspection is as follows.

1) Review background information.
2) Contact state and local agencies for relevant information.
3) Prepare and submit sampling plan to EPA for approval.
4) Coordinate laboratory analysis. Arrange for site access.
5) Conduct on- and off-site inspection and sampling.
6) Collect and ship samples according to standard protocol.
7) Prepare and submit field trip report, due two weeks after site inspection.
8) Perform QA of laboratory data; submit data summaries and maps upon completion of QA.
9) Prepare and submit report; in the cover letter, include recommendations for need of HRS.
10) Address peer review comments and submit final report.

Estimated Technical Hours

The estimated hours for completing this project are 375.

Project Staff

Project Manager [redacted]

Site Safety Representative [redacted]

Other: N/A ___ See attached safety plan ✓

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Costs and Budget Management

Compute the estimated cost associated with the analytical support required:

Type of Analysis	Unit Cost	No. of Samples	Total Analysis Cost
HSL Organics	$850.00	29	24,650
Pesticide/PCB Extraction and Analysis	$264.000		
BNA Extraction and Analysis	$352.00		
Volatile Organics	$203.00		
Inorganics	$150.00	36	5400
Dioxin	$350.00		
Other:			

Total estimated cost of analysis request 30,050

*These quotes are used for estimating only and are subject to price quote changes for analysis.

Subcontractor Costs ✓ Not applicable

Estimated Subcontracting Costs: -

Proposed Schedule /Background Data/Data Assessment Summary

See attached site safety plan

Required Resource List

✓ No limited resource/equipment needed

____ List any limited resources/equipment needed

_____

_____

_____

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Documents to be Generated

Check below to indicate the documents that will be generated in the course of the project (both deliverable and non-deliverable):

✓	Final Report	✓	Laboratory Data
✓	Draft Report	✓	Organic Traffic Reports
✓	Field Trip Report	✓	Inorganic Traffic Reports
✓	Logbooks	✓	Chain-of-Custody Forms
✓	Photographs and Negatives	✓	Sample Receipts
	Well Questionnaires	✓	Site Sampling Plan
✓	Safety Plan	✓	Sample Tags
✓	Site Safety Follow-Up Report	✓	Airbills
✓	Task-Related Correspondence		
✓	Report Processing Forms		
✓	Telecon Records		
✓	TDD		
✓	EPA File Information		
✓	State File Information		
✓	Completion Document		

Distribution

The undersigned have received, read, and understood this work plan or have attended a pre-field meeting and have discussed the contents of this work plan (must be signed by all project personnel).

Name	Date
Not responsive due to revised scope	7-5-89
	7-5-89
	7/5/89
	7/5/89
	7/5/89
	7/5/89

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3. Calibration Procedures and Frequency

✓	SOP I1	Use, Calibration, and Maintenance of the HNU PI-101
✓	SOP I2	Use, Calibration, and Maintenance of the Radiation Mini-Alert
	SOP I3	Use, Calibration, and Maintenance of the MSA Explosimeter
	SOP I4	Use, Calibration, and Maintenance of the MSA Oxygen Indicator
	SOP I5	Use, Calibration, and Maintenance of the Hach Model 19000
✓	SOP I6	Use, Calibration, and Maintenance of the OVA 128
	SOP I7	Use, Calibration, and Maintenance of the Photovac 10A10
	SOP I8	Use, Calibration, and Maintenance of the Air Sampling Equipment
✓	SOP I9	Use, Calibration, and Maintenance of the Omega™ PHH-49D

Data Acquisition/Technical Approach

All activities will be conducted according to the FIT 3 Regional Operations Manual.

✓	SOP II1	Documentation of Logbooks
✓	SOP II2	Documentation of Photographs
✓	SOP II3	Documentation of Telecons
✓	SOP II4	Documentation of Filing and Docketing
✓	SOP II5	Documentation of Samples
✓	SOP III1	Review of Technical Reports
✓	SOP III2	Report Format for Preliminary Assessments and Site Inspections
✓	SOP III3	Reporting On-/Off-Site Activities
✓	SOP III4	Completing Sample Logs
✓	SOP III5	Completing Sample Data Summaries

Report/Product Requirements

The report will consist of a completed EPA Form T-2070-3 and a written narrative presenting further information obtained during the completion of the assignment.

Report/Product Review

The FITOM or designee will be responsible for the quality verification of the final report.

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Quality Assurance Applicability

The following sections of the Superfund Division Quality Assurance Manual apply to the performance of this assignment.

✓	QAP	2.5	Work Plans
✓		3.1	Collection of Evidentiary Field Data
✓		3.2	Data Reduction, Validation, and Reporting of Evidentiary Data
✓		4.1	Off-Site Reconnaissance
✓		4.2	On-Site Inspection
		5.1	Preparation of Procurement Documents
		5.2	Subcontractor Quality Assurance Requirements
		6.1	Control of Subcontractor Procurement Activities
✓ SJH 7-2-89		6.2	Evaluation and Selection of Subcontractors
✓		8.1	Controlled and Accountable Documents
✓		8.2	Issuance and Distribution of Controlled Documents
✓		8.4	Technical Reports
✓		9.1	Chain-of-Custody
✓		9.2	Sample Control
		10.1	Analysis Techniques
✓		11.1	Implementation of Measuring and Test Equipment Controls
✓		12.1	Packaging, Marking, Labeling, and Shipping of Samples from Hazardous Waste Sites
✓		13.1	Nonconformance Reporting, Evaluation, and Disposition
✓		14.1	Implementation and Documentation of Corrective Actions
✓		15.1	Storage and Retrieval of Quality Assurance Records and Project Files

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Quality Control Requirements

The FIT 3 Regional Operations Manual Standard Operating Procedures and Guidelines indicated will control the quality of all project-related work performed.

1. Sampling Procedures

✓	SOG I1	Soil Sampling
✓	SOG I2	Sediment Sampling
✓	SOG I3	Surface Water Sampling
✓	SOG I4	Groundwater Sampling
✓	SOG I5	Purging of Monitoring Wells
✓	SOG I6	Filtration of Groundwater Samples
	SOG I7	Air Sampling
	SOG I8	Drum Sampling
	SOG I9	Tank Sampling
	SOG I10	Waste Pile Sampling
✓	SOG I11	Split Sampling
	SOG I12	Dioxin/PCB Sampling
✓	SOG I 13	Laboratory Coordination

2. Sample Custody

✓	SOP II6	Documentation of Chain-of-Custody
✓	SOP II7	Documentation of Traffic Reports
✓	SOP II8	Documentation of Sample Tags
✓	SOP II9	Documentation of Sample Packaging and Shipping